January 2013

NSLDS Enrollment Spreadsheet Submittal Format Cover Letter

One of the methods that schools can use to supply enrollment data to the U.S. Department of Education (the Department) is using the NSLDS Professional Access Web site. The NSLDS Enrollment Spreadsheet Submittal Format is available to assist with this online reporting process. The submittal format is designed to be used with a columnar spreadsheet application and provides schools with the option to upload and submit to NSLDS up to 2500 records/rows of enrollment data at a time, with a maximum file size of 1,000 KB. File size varies depending on the version of software used. After the school adds the enrollment information to the spreadsheet, the school then uploads and transfers the data to the NSLDS Professional Access Web site. This should only be done after confirming the data is correct and should be saved to NSLDS.

The Enrollment Spreadsheet Submittal Instruction Guide has been created to provide step-by-step instructions of the enhanced processes, and is posted on the Federal Student Aid Download (FSAdownload) Web site.

For an overview of enrollment functionality on NSLDS and important reminders about enrollment reporting requirements, refer to the NSLDS Enrollment Reporting Guide, posted on the Information for Financial Aid Professionals (IFAP) Web site.